

Concurrent Case Planning Process and Activity Timeline (Revised 2/05)

This document is a work aid for county, tribal, contract and state staff to standardize the concurrent case planning process, guide collateral communication and coordinate concurrent case planning activities. Following this outline will help ensure timely referral for permanency consultation and insure timely permanence for children served by the Wisconsin child welfare system.

A case planning team is assembled and led by the county case manager/Bureau of Milwaukee Child Welfare-Ongoing Case Manager (BMCW-OCM). This team should include the child (if age appropriate), the child's parents, the child's relative caretaker or foster parents, any service providers working with the child or family, any involved school personnel, the child's Guardian Ad Litem (GAL), etc. The case planning team must meet in advance of the first six-month Permanency Plan Review (PPR) being conducted, in advance of the Termination of Parental Rights (TPR) petition being filed and any time a barrier to achieving permanence for a child is identified. Each member of the case planning team will provide pertinent information defining his or her role and responsibilities as related to providing seamless service delivery and shared decision-making focussed on achieving permanence for the child. The state or BMCW adoption worker becomes an active member of the existing case planning team upon case assignment.

Minimum practice standards and timeframes are outlined in the following chart. Any recommendation or finding by the county case manager/BMCW-OCM, the Administrative Review Panel/Court Commissioner, the Children's Court Judge, the GAL or Corporation Counsel/District Attorney (DA) necessitates immediate referral to the State Permanency Counselor (SPC)/BMCW Adoption Consultant, regardless of minimum practice standards and timeframes. The SPC/BMCW-Adoption Consultant must be consulted and provided a referral at any time a PPR determines reunification is not a permanency option for the child

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Case Activity	Timeframe	Judicial Finding/ Legal Decision	Concurrent Case Planning
Temporary Physical Custody (TPC) Hearing	<ul style="list-style-type: none"> - 48 hours after decision to hold excluding legal holidays, Sat. & Sun. - Court may grant additional 5 days for Reasonable Efforts to Prevent Removal Finding for good cause shown at TPC hearing (should be an extremely rare practice) 	Contrary to the Welfare (CTW), Reasonable Efforts (RE) to Prevent Removal, & RE to Safely Return Home	County Case Manager/BMCW-OCM: If the birth family has high risk factors for Fast Track TPR, may refer case to SPC/BMCW Adoption Consultant immediately
Permanency Plan	<ul style="list-style-type: none"> - Filed with the court within 60 days after removal 		County Case Manager/BMCW-OCM: If the birth family has high risk factors for Fast Track TPR, may request permanency plan of TPR/Adoption immediately
Permanency Plan Review	<ul style="list-style-type: none"> - If RE to Prevent Removal/ Reunify <u>NOT REQUIRED</u>, Permanency Plan must be reviewed within 30 days after judicial determination of such - In all other cases, initial Permanency Plan Review must be conducted no later than 6 months after date of removal - Subsequent review must be conducted no later than 6 months after previous Permanency Plan Review 	If Held by Court: RE to Achieve the Permanency Plan Goal(s) and written findings related to all determinations listed under Stat. 48.38(5)(c)	County Case Manager/BMCW-OCM: If goal does not include reunification, the SPC/BMCW Adoption Consultant is a resource for all other permanency plan goals
ASFA Compliance	<ul style="list-style-type: none"> - Within 9 months from date of removal 		<p>County Case Manager/BMCW-OCM: Latest date that the referral must be made to SPC/BMCW Adoption Consultant for permanency planning services.</p> <p>SPC/BMCW Adoption Consultant: Accepts and reviews referral information assessing child for special needs and readiness for adoption; consults with case manager, birth parents, relative caregivers or foster parents regarding adoption related issues and completes initial screening, accepts adoption application and transfers referral to the Adoption Worker</p> <p>Adoption Worker: Conducts adoption home study or recruits adoptive resource and conducts pre-placement activities, completes the MEPA compliance questionnaire and serves as</p>

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			liaison between adoptive family and case parties. SPC/BMCW Adoption Consultant or Adoption Worker: Completes a letter to the court accepting guardianship as appropriate
TPR Petition	<ul style="list-style-type: none"> - When a child has been in out-of-home care at least 15 of the last 22 months, unless an ASFA exception has been documented - Within 60 days after a “RE NOT REQUIRED” finding 		County Case Manager/BMCW-OCM: Completes paperwork and submits to Corporation Counsel/DA and notifies the SPC/BMCW Adoption Consultant that a petition will be filed
TPR Granted		TPR Granted	Adoption Worker: Separates child case and assumes primary case management responsibility, completes Adoption Assistance agreement and prepares finalization paperwork
Adoption Hearing	<ul style="list-style-type: none"> - No earlier than 60 days from the date of TPR 	Adoption Finalized	Adoption Worker: Notifies County Case Manager/BMCW-OCM of hearing date in advance
NO ADOPTION PLAN	<ul style="list-style-type: none"> - At any time a determination is made that no adoptive resource will be pursued for a particular child due to the child’s refusal to be adopted, institutional placement, etc. 		Adoption Worker: Initiates a meeting with the County Case Manager/BMCW-OCM and all members of the child’s treatment team to discuss the plan for the child and prepares the Referral Information-Return of Custody packet including all the information in the adoption file
18 MONTHS POST TPR	<ul style="list-style-type: none"> - 18 months After Date of TPR 		Adoption Worker: Informs County/BMCW-Ongoing of potential Return of Custody and coordinates transition with County Case Manager/BMCW-OCM
RETURN OF CUSTODY TO COUNTY	<ul style="list-style-type: none"> - 2 Years After Date of TPR 	Custody Returned	Adoption Worker: Submits any updated paperwork and petition for Return of Custody Hearing Adoption Worker and County Case Manager/BMCW-OCM: Coordinate transition and develop permanency and case plans